



EMPLOYMENT OPPORTUNITY
Part-time Fiscal Analyst 1
\$1332.00 – \$1730.00 monthly Range: 40

Recruitment 1288-09 Opens: December 16, 2009 Closes: December 31, 2009

Job Summary

This is a permanent part-time (50%) position located in Olympia. Reporting to the Specialized Payable Manager, this position provides organization-wide support to upper management and agency employees regarding agency utilities and cell phones and Agency contracted lease Payments. This position performs entry-level financial review and analysis of the financial input to CPMS, SUDS and the Use Tax Data bases, based on GAAP accounting requirements. **Principal activities include:**

- Payment upload and JV error Corrections
- AFRS data input
- Reporting and processing all agency Utility documents for vendor payment
- Reconciling and processing monthly all Agency office/Storage/Moorage Lease contract payments – Fastrack reconciliation of payments
- Maintaining, reconciling and auditing an Access ledger per account of assigned Utility vendor accounts
- Reconciling reports produced from SUDS
- Auditing and preparing "USE Tax" documents for entry by FT2 into the Use Tax database
- Preparing Warrant batches and closeout and audit of batches
- Performing on-line AFRS Batch input

Working Conditions

Duties are performed in an office setting, with core business hours of 7:00 am to 5:30 pm. The position requires sitting at a desk for 5 hours per day doing extensive data entry on a computer, processing vendor payment claims, auditing documents and filing. There is some lifting, up to 40 pounds. During biennial/fiscal closeout, July through September, very limited leave is approved.

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

Qualifications and Competencies

Required qualifications: High school graduation or GED equivalent and at least 2 years of relevant accounting/fiscal experience is required, along with at least one college level course in accounting. **Preferred applicants** will also have additional college credits in accounting, auditing, or budget related courses; two years of general accounting experience that included processing payments to vendors and reviewing invoices.

Well qualified applicants will demonstrate competencies in the following areas:

- Ability to analyze and interpret fiscal information, OFM, GA and Agency regulations
- Ability to analyze reports and audit information obtained from data inquiries/reports in FASTRACK
- Ability to work accurately with forms and documents, entering and verifying information; processing a high volume of data
- Excellent skills in keyboarding and personal computer usage, including Word, Excel and Access
- Ability to work accurately with numerical/financial information
- Excellent records management and recordkeeping skills
- Proficiency in 10-key operation – by touch
- Ability to effectively convey information in writing clear e-mails and memos, responding courteously and communicating clearly in response to requests for information

How to Apply:

Submit a completed and **signed** state application and attach a detailed resume that shows how you meet the qualifications and competencies listed above. For each relevant position you have held, specify your employer, title, length of service, and the duties performed. For completed education, specify degrees or other formal training completed, including the schools attended. As appropriate, list and briefly describe specific courses you completed.

Send your application materials to:

Margaret Gordon, Recruitment Specialist
Human Resource Office, Department of Fish and Wildlife,
600 Capitol Way North, Olympia, WA 98501-1091
Fax (360) 902-2392

Or deliver in person to our Human Resources Office in the Natural Resource Building,
5th Floor, 1111 Washington St. SE, Olympia, WA.

Or by e-mail to: WDFWjobs@dfw.wa.gov

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.